



SEATTLE UNIVERSITY POLICY

Document Review Process and Signature Authority for Externally Funded Projects

Effective Date: July 1, 2011.

Purpose

To establish a document review process and clarify the signature authority at Seattle University for the execution of all grant proposals and agreements regarding externally-funded sponsored projects.

Document Review Process

The following documents must be reviewed by the Office of Research Services and Sponsored Projects (ORSSP) **prior to** submission to and/or execution by a third party sponsoring entity:

1. All grant proposal submissions (public and private) to externally-funded sponsors.
2. All written sponsored agreements between Seattle University and any third party entity regarding externally-funded sponsored projects. . ORSSP will confer with University Counsel regarding the terms of such agreements prior to their final execution.

Please be advised that any proposal or agreement regarding an externally-funded sponsored project that is not reviewed and/or executed by the ORSSP is unauthorized and unacceptable.

Signature Authority

Grant Proposals. For purposes of grant proposal submissions, the Authorized Organizational Representative (AOR) authority lies with the research administrators in the ORSSP upon approval of the proposal via the Proposal Transmittal Form by the Office of the Provost.

Sponsored Agreements. Seattle University has limited signatory authority for agreements regarding externally sponsored projects to the following individuals (or their designees): the President,

Provost, Executive Vice President, Vice President of Finance, Associate Vice President of Finance, and/or the Controller.

The positions listed above may delegate their signatory authority for sponsored agreements to another position (e.g. from Provost to Associate Provost), but such delegation must be made in writing signed by the delegating person.

Approved by: Isaiah Crawford, Ph.D. (signature)

Title: PROVOST

Date of Approval: 10/17/11